



CHONG MUN FOONG

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PROFESSIONAL SUMMARY

Experience in manufacturing industry over 15 years. Excellent reputation of resolving technical, ensuring products and services meet internal and external standards. Proficient in understanding of engineering drawing and technical instruction. Capabilities in planning work-force operations and scheduling management. Skilled in market research, project management and statical analysis. Develops strategies, provides training, sets goals, and obtains team feedback. Manage quality audit program to identify and resolve non-conformities and embed culture of continuous improvement. Big picture focus with excellence in communicating goals and vision to succeed.

EDUCATION

Higher Certificate in Aerospace (Engine Build), 12/2015
Termasek Polytechnic - Singapore

Certificate of General Aviation Technician, 10/2007
Air Transport Training College - Singapore

Science Education, 12/2003
Sekolah Menengah Idris Shah - Malaysia

WORK HISTORY

Quality Assistant Manager, 01/2022 - Current
CY Plastic Recycling Sdn Bhd, Rawang, Selangor

- Implemented ISO 9001 quality systems, defining business practices, leading to certification and better business practices.
- Managed and archived quality documentation compliance with a standard of internal and external quality audits.
- Liaised with HR manager to organize and perform quality standard training for new and existing staff.
- Wrote and implemented new rework procedures to standardize processes and streamline workflow.

SKILLS

- ISO9001:2015 Standard
- Quality Management System
- Operational Improvements
- Workflow Planning Management
- Continuous Improvements
- Knowledgeable In SQCDP (safety,quality,cost,delivery,people) System
- Technical Knowledge Support
- Troubleshooting Skills
- Staff Training And Development
- Teamwork and Collaboration
- Proficient In Microsoft Word, Excel, PowerPoint
- Proficient In Written And Verbal Communication : English, Mandarin, Cantonese, Bahasa Malaysia

- Referral European Standard (EuCertPlast) quality-assurance projects and enhanced productivity, realizing 20% increase in efficiency.
- Equipped and organized facility to comply with company strategy for online and offline quality controls.
- Inspected inbound and outbound products for compliance with established industry standards, company policies and procedures.
- Collaborated with contract representatives and oversaw quality control implementations and reporting.
- Increased customer satisfaction through adherence to quality standards and customer requirements.
- Evaluated quality problems and performed assessments to identify and resolve issues.
- Maximized quality and reduced costs 10% by maintaining QC objectives.

Production Executive, 03/2021 - 12/2021

Syarikat Sin Kwang Plastics Industries Sdn Bhd, Senai, Johor

- Leveraged fair evaluation processes, employee reviews and staff mentoring to drive performance and job satisfaction at all levels.
- Completed regular inventory counts to verify stock levels, address discrepancies and forecast future needs.
- Set and enforced policies focused on increasing team productivity and strengthening operational efficiency.
- Conducted weekly staff meetings to motivate staff members, address concerns and questions, plan improvements, and evaluate progress toward goals.
- Applied performance data to evaluate and improve operations, target current conditions and forecast needed.
- Monitored employee productivity and optimized pull in process to effectively material overflow control.
- Boosted productivity by 10% through direction, preparation and implementation of training programs and initiatives.

Production Supervisor, 09/2020 - 03/2021

TSH Contract Manufacturing Sdn Bhd, Johor Bahru, Johor

- Collaborate with subordinates to streamline operations process 10% across materials handling, production and shipping by visual stream mapping.
- Oversee and evaluate final products to ensure without violate requirement of quality management system to prevent audit failure.

- Implement training program changes to rectify and resolve root cause issues bottlenecking during production levels.
- Evaluate employee skills and knowledge, providing hands-on training and mentoring to individuals with lagging skills.
- Developed strong relationship with company associates by implement visual management board to reducing process turnover by 15%.
- Reduced obstacles and variables to maintain production efficiency, meet deadlines and deliver with customer satisfaction.
- Maintained clean and well-organized production areas to avoid violations or unnecessary work delays due to hazards or inefficient layouts.

Assistant Team Leader, 12/2018 - 06/2020

Rolls Royce, Seletar, Singapore

- Managed over 15 workers to reach production targets and specific tasks
- Oversaw hardware inventory supply, to maintain priority restock shelves during high volume production
- Planning staff schedules, approved requested time off, and maintain forecast workforce 100 % to meet business objectives
- To complete all necessary quality notification reports for senior management review
- Conducted new-hire trainings regularly for updated skills and career progression
- Developed process continuous improvements and offered actionable solutions to correct recurring issues
- Worked with quality associate to handle reduce customer complaints overflow
- Delegated daily tasks, addressed employee inquiry, and resolved scheduling issues
- Participate life project program for company to reduce operation waste and cost
- Developed solid professional relationships with other department to broaden efficiency of cross-functional teamwork
- Worked with proprietary stream mapping to reduce downtime issues and increase productivity

Inspector, 12/2016 - 12/2018

Rolls Royce, Seletar, Singapore

- Recorded non conforming such as defects, leaks and coordinated issue resolution with production team via sap

- Performed visual inspections, conducted tests and diagnostic procedures by using tools such as analyzers, multimeters and power supplies to root out tolerance and compliance issues
- Monitored 6 workstation for compliance with specifications and promptly reported defects to maintain high-quality workmanship products
- Evaluated components and final products against quality standards and manufacturing specifications
- Created and deployed best practices to improve efficiency and reduce defects
- Identified and helped resolve production problems, collected samples during production and tested randomly to determine in-process product quality
- Documented findings and produced reports to aide management in assessing and correcting quality concerns
- Collaborated with production and quality teams to streamline processes and increase daily productivity over 10%

Trainer, 08/2015 - 12/2016

Rolls Royce, Seletar, Singapore

- Perform continuous evaluations of career progression and plans in order to enhance skills and improve effectiveness
- Eliminated process gaps by implementing new methods of standardized training
- Developed individualized plans to help trainee in 3 months to complete assessment test
- Demonstrated new product, procedures and techniques to employees
- Set positive example for team members by providing high-quality, efficient service
- Delivered in-depth training in preparation and built up self-confident to promote strong team performance
- Cross-trained existing employees to maximize team agility and performance
- Kept work areas clean, organized and safe to promote efficiency and team safety

Safety Valve Technician, 11/2014 - 07/2015

Baker Hughes, Tuas, Singapore

- Collaborate with team members to complete daily routine and deliver on time to internal customer.
- Maintained professional working environment and enhanced productivity by keeping all areas neat and organized.

- Identified problems and used appropriate troubleshooting techniques to locate and resolve concerns.
- Participate drive operational improvement by manage stream mapping which resulted in savings and improved safety concern.
- Set up and perform functional test activities for product reliability and customer satisfaction.
- Performed 5S routine and maintenance on equipment for manufacturing operations to prevent calibration due date.

Aeronautical Technician, 06/2006 - 11/2014

UTC Aerospace Systems, Changi North, Singapore

- Executed diagnostics, troubleshooting and conducted tests of components and systems to evaluate performance and identify concerns.
- Assessed new engineering designs to verify technical feasibility and compliance with ISO 9001:2015 specification standards.
- Planned, scheduled and delegated team of 4 employees to complete daily routine.
- Kept work consistently compliant with 5S standards.
- Capability understand technical manuals and engineering drawing to effectively assemble and troubleshoot devices.
- Develop corrective action plans and prevention strategies to improve product reliability.
- Implemented, configured and optimized safety standards to protecting company property and personnel.
- Support continuous Improvement to enhanced manufacturing processes, reduced waste and quality through team kaizen.

DECLARATION

I do hereby to declare that all of the above given the statements are true and correct for the best of my knowledge.